

***STATE BOARD FOR CAREER AND TECHNICAL EDUCATION*****Minutes of Meeting**

June 24, 2013

Members of the State Board for Career and Technical Education met at 8:00 a.m. CST on Monday, June 24, 2013, in the Peace Garden Room, State Capitol, Bismarck. The meeting was called to order by Mr. Darrel Remington, Chair. The following members were present:

Dr. Brian Duchscherer, Vice Chair  
Ms. Maren Daley, Member  
Mr. Tim Mairs, Member  
Ms. Debby Marshall, Member  
Mr. David Richter, Member

Wayne Kutzer, Dwight Crabtree, Brenda Schuler, Curt Dahme, Debra Huber, Karen Meixner, Doug Vannurden, and Andrew Thomas were also present.

Mr. Remington welcomed the board and audience members.

**CONSIDERATION OF MAY 20, 2013 MINUTES** – Mr. Mairs moved and Mr. Richter seconded to approve the minutes of the May 20, 2013 meeting as presented. The motion passed unanimously.

**FINANCIAL REPORT** - Mr. Kutzer reviewed the Appropriation Status Report and the Administrative Budget and Expenditures Report for month ended May, 2013, reporting that the total budget expended is in line with the time elapsed.

Following a brief discussion, Ms. Marshall moved and Dr. Duchscherer seconded to approve the financial reports as presented. The motion passed unanimously.

**DIRECTOR'S REPORT** – Mr. Kutzer reported that the current Equipment Reimbursement Policy requires schools to purchase equipment by February 1. The policy is

not changing, but the agency will be enforcing the February 1 purchase date to ensure that students benefit in the school year that the equipment was purchased for. Schools will be informed that they can purchase equipment from July 1 through February 1.

Staff Update – Ms. Samantha Kuntz has been hired as the Assistant T&I Supervisor, effective August 1, 2013.

The agency has posted job announcements for the Education Data and Information Administrator position and the Family and Consumer Sciences Assistant Supervisor position due to Ms. Meixner moving to Minnesota and Ms. Dietchman moving to Watford City.

Mr. Kutzer reported that North Dakota did not receive Incentive Grant Funds this year due to Adult Education not meeting requirements.

Mr. Kutzer then provided an update on Career and Technical Education and the Common Core, reporting that Ms. Marilyn Orgaard is working with lead teachers and state staff on how the Common Core relates and impacts CTE.

**SALARY ADMINISTRATION** – Mr. Kutzer provided and explained the salary recommendations (gold handout) for the agency staff. There were two components to staff salary increases: (1) general salary increases based on a performance matrix, not across the board increases; and (2) market equity increases.

Mr. Kutzer explained that the legislature approved a three to five percent salary increase, based on performance, not across the board increases. Based on performance levels, Mr. Kutzer proposed that an employee could receive a 4%, 4.5% or a 5% increase effective July 1 paid August 1, 2013. In addition, if an employee fell below their salary range midpoint, they would receive a 1% market equity increase. The increases are not compounded.

Following discussion, Mr. Richter moved and Mr. Mairs seconded to approve the salary increases as presented by Mr. Kutzer. The roll call vote was as follows:

Mr. Mairs - aye  
 Dr. Duchscherer – aye  
 Ms. Marshall - aye  
 Mr. Richter – aye  
 Ms. Daley - aye  
 Mr. Remington – aye

The motion passed unanimously.

The board discussed Mr. Kutzer's salary increase and agreed that Mr. Kutzer has represented CTE well throughout the year and especially during the legislative session. Discussion was held on whether an evaluation has been done or should be done for the state director. Mr. Remington responded that no formal evaluation has ever been completed on the state director position.

Following discussion, Ms. Marshall moved and Dr. Duchscherer seconded to provide a 5% salary increase to Mr. Kutzer, effective July 1 paid August 1, 2013. The roll call vote was as follows:

Mr. Mairs – aye  
 Dr. Duchscherer – aye  
 Ms. Marshall - aye  
 Mr. Richter - aye  
 Ms. Daley - aye  
 Mr. Remington – aye

The motion passed unanimously. The board expressed their appreciation for the good work that Mr. Kutzer continues to do.

**AUTHORIZATION TO OPERATE PRIVATE POSTSECONDARY EDUCATIONAL INSTITUTIONS** – Ms. Debra Huber provided an overview of private postsecondary authorizations and commended Mr. Remington for his work over the past several years on preventing degree mill schools from operating in North Dakota.

Ms. Huber reviewed four career school applications seeking renewal of regular status and one application seeking provisional status (buff handout) and recommended approval for all, stating that the career schools meet the Board's standards and criteria to operate in the state.

Ms. Huber then briefly reviewed the seven academic institutions annual renewal requests (buff handout), reporting that the North Dakota University System Chancellor's office recommends approval of the requests.

Following a brief discussion, Ms. Daley moved and Mr. Mairs seconded to approve the five career school application requests and seven academic institution application requests through June 30, 2014, based on Ms. Huber's recommendation. The roll call vote was as follows:

Mr. Mairs - aye  
 Dr. Duchscherer – aye  
 Ms. Marshall– aye  
 Mr. Richter – aye  
 Ms. Daley – aye  
 Mr. Remington – aye

The motion passed unanimously. The board thanked Ms. Huber for her thoroughness in ensuring that there are no private postsecondary issues.

**PROPOSED 2013-2014 STATE AND FEDERAL FUNDING** – Mr. Kutzer reviewed the five year Administrative Budget Comparison (white handout) and the FY2014 General Fund Projections information (blue handout), reporting that the white handout includes both federal funds and general funds. The projected obligation for FY2014 is \$8,625,210. The State Funded Projections for FY2014 was reviewed which show the net obligations, including an anticipated four percent recovery, for FY2013 is \$14,548,212 and \$15,751,849 for FY2014.

The Expanded and New Program Requests for FY2014 total \$275,045. Most of the requests were carried over from the previous year because there weren't dollars available to fund the programs.

Mr. Kutzer reviewed the impact of permanently increasing the Family and Consumer Sciences reimbursement rate by 2% (from 15% to 17%). The increase for FY2014 would be \$85,000.

Discussion was held on Virtual Center funding, Emerging Technology Grants and increasing the Family and Consumer Sciences reimbursement rate by two percent. Mr. Kutzer reported that the board can always go back and change any reimbursement rates if funding isn't available.

Discussion was also held on CTE and the Common Core. Mr. Kutzer reported that he doesn't believe there will be a huge impact on the budget to work on CTE and the Common Core. Professional development will be provided to schools once results have been received by the National Association of State Directors who are conducting a state by state study. The board commended Mr. Kutzer for laying the ground work in setting a good direction for CTE and the Common Core.

Mr. Kutzer reviewed the Carl Perkins Obligations for FY2014, reporting that Perkins funding is currently \$4,214,921 and that the FY2015 Perkins funding will be reduced by \$14,958 due to sequestration.

Mr. Kutzer then reviewed the Technology and Engineering Education Comparisons (white handout), reporting that schools will receive more funding by changing the reimbursement from equipment to salaries.

Following a brief discussion, Ms. Marshall moved and Mr. Richter seconded to approve the 2013-2014 State and Federal Funding as presented by Mr. Kutzer. The roll call vote was as follows:

Mr. Mairs - aye  
Dr. Duchscherer – aye  
Ms. Marshall– aye  
Mr. Richter – aye

Ms. Daley – aye  
Mr. Remington – aye

The motion passed unanimously.

**FY2013 SUPPLEMENTAL PAYMENT** – Mr. Kutzer explained the FY2013 year-end supplemental payment process (green handout), reporting that the agency won't know the final amount that will be allocated back out to schools until all reimbursement claims have been processed (mid-July) but it appears that \$500,000 will be recovered.

Following a brief discussion, Mr. Mairs moved and Ms. Daley seconded to approve the FY2013 Supplemental Payments as presented by Mr. Kutzer. The roll call vote was as follows:

Mr. Mairs - aye  
Dr. Duchscherer – aye  
Ms. Marshall– aye  
Mr. Richter – aye  
Ms. Daley – aye  
Mr. Remington – aye

The motion passed unanimously.

**PROFESSIONAL DEVELOPMENT CONFERENCE, August 5-7, 2013** – Ms. Karen Meixner provided an overview of the conference and invited board members to attend the conference sessions and activities.

Ms. Daley asked if any of the sessions would be recorded in order for legislators and others to access the excellent information that will be provided during the conference. Mr. Kutzer responded that he will meet with staff regarding the possibility of recording the sessions.

Discussion was held on how to account for or ensure that participants attend all three days of the conference. Mr. Kutzer responded that participants register on Monday and sign in on Wednesday but that there are no required sign-ins during the Tuesday sessions.

**ACTE NATIONAL CONVENTION – December 4-7, 2013, Las Vegas, NV** – Mr.

Kutzer announced that the Association of Career and Technical Education Conference will be held December 4-7, 2013, in Las Vegas, Nevada. The agency has funding to send one board member. Anyone interested in attending the convention should contact Ms. Schuler.

**FUTURE SBCTE MEETINGS** – There will be no July or August board meetings.

The September board meeting is scheduled for Monday, September 23, 2013.

The Combined Boards meeting is scheduled for Tuesday, September 24, 2013, with the Education Standards and Practices Board hosting the meeting.

The October board meeting is scheduled for Monday, October 21, 2013.

The November board meeting is scheduled for Monday, November 18, 2013.

**OTHER** - Dr. Duchscherer presented Mr. Remington with a plaque for his 20 years of service with the State Board and thanked him for his leadership in moving career and technical education forward. Mr. Remington responded that it was a pleasure to work with a dedicated state staff and board.

The meeting adjourned at 9:20 a.m.

Respectfully submitted,

---

SBCTE Chairperson